



**AmeriCorps Member
Service Opportunity
Full-Time Position
1700 hours in 10 months**



Kalamazoo Neighborhood Housing Services, Inc. and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Predevelopment Professional. The candidate will ideally begin service on October 1, 2016 and serve a minimum of 1700 hours through the end of his/her term on July 31, 2017.

ORGANIZATION BACKGROUNDS

Formed in 1981, KNHS is Kalamazoo's only HUD certified homeownership counseling agency and the only housing nonprofit licensed as a mortgage lender. The services that KNHS offers are not available anywhere else in Kalamazoo. KNHS is a chartered member of NeighborWorks America and is a certified Community Financial Development Institution through the Department of Treasury. KNHS is led by a strong board of community representatives who oversee an annual budget of approximately \$1,000,000. One-third of KNHS's board members are residents of our target neighborhoods. The Board ensures that KNHS fulfills its mission through relevant, resident-focused programming, deployed in cooperation with nonprofit peers. The Board is also focused on ensuring that KNHS is financially responsible and sustainable.

Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC combines corporate, government and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners. Members assist in efforts to revitalize underserved neighborhoods across America and create vibrant places for people to live, work, and play.

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

KNHS is in the pre-development phase of a single family housing construction project. The goal of the project is to develop 21 units in a targeted geography. The member will focus their time on moving the project through pre-development to the development stage. This will include such activities as:

- Engaging an architect
- Creating pro-formas
- Updating market study
- Devising and implementing a marketing plan
- Surveys and site prep
- Working with a development consultant

CAREER DEVELOPMENT AND SERVICE REQUIREMENTS

Members perform day to day service at KNHS and are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a national leadership conference tentatively scheduled for March 2017;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in at least two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week); and,
- Engaging in any other LISC events as determined by the local LISC office.

MEMBER INITIALS & DATE: _____

LISC PD APPROVAL: **SMR Approved**

This is an AmeriCorps position. LISC and KNHS will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

DESIRED SKILLS

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- Interest in real estate development

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of a full-time education award
- Be eligible to perform a term of national service
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Have unexpired proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS
- Be available to serve for a full 10 month period of time
- Be able to complete at least 1700 hours of service within the 10 months of service as well as serve the full term of the service

NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of First Degree Murder may not participate as an AmeriCorps member. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for a \$5,775 education award to pay off existing, eligible student loans or return to school. The position pays a total stipend of \$15,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is highly encouraged. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the Corporation for National and Community Service).

HOW TO APPLY:

Send resume and letter of interest by email to Matt Lager and Sharilyn Parsons (matt@knhs.org and Sharilyn@knhs.org).

*We promote equal opportunity in selecting AmeriCorps members.
We are committed to diversity and inclusion in the selection process.*